

Policy Regarding Participation by Recruiting Firms and Third Party Employers with Career Services, Southern Illinois University Carbondale

Below are the terms of agreement to which recruiting firms and/or third party employers (TPEs) must agree in order to participate in the online job posting system hosted by Southern Illinois University Carbondale's (SIUC) Career Services office. SIUC Career Services uses Handshake for online job listings. The system is accessed through our website, www.careerservices.siu.edu.

Upon return of this signed statement, access to SIUC's online recruiting system may be granted to the requesting recruiting firm/third party employer, allowing recruiting firms to post their own positions on the system and edit their employer profile.

- 1. This organization abides by both federal and state Equal Employment Opportunity regulations.**
- 2. At no time are job seekers expected to pay a fee or assessed a recruiting service charge when using this recruiting firm's/TPE's services or applying for positions posted on SIUC's recruiting site.**
- 3. This organization agrees to post job announcements only for actual positions that are available at the time of posting. Postings will include as specifically as possible, the duties and responsibilities of the position, required education and experience level, and the city, state or country where the job is to be performed. (Many job seekers use location as a search criteria.)**
- 4. This organization agrees not to post general or vague announcements, such as "engineers wanted" or "sales opportunities nationwide" on SIUC's recruiting site. Such listings will be removed by the SIUC Career Services staff if posted as such.**

Signature by the company representative indicates agreement and acceptance of the terms above.

Company Representative's signature _____ Date: _____

Company Representative Name (please print) _____

Company Representative's phone/email _____ / _____

Company Name: _____

Address: _____

City/State/Zip _____

Phone/Email _____ / _____

Company URL: _____

► If applicable, please list the typical employment areas for which your firm recruits, e.g., engineering, sales, human resources, IT. This does not limit the organization as to the types of positions it may post, but informs the Career Services staff when specialty areas exist so that we may better inform our students.

Return the completed and signed form by fax or mail to:

Employer Relations Coordinator
SIUC Carbondale Career Services
Mail Code 4703
Carbondale, IL 62901
Fax: (618) 453-1924
michelle.garrett@siu.edu